



Dear Sir/Madam

Kirky Entertainment and Event Planning (K.E.E.P), is hosting the 2nd annual Myrtle Beach International Culture Festival. We are extremely proud to play an active role in showcasing the Grand Strand's delicious melting pot of diversity, served with southern hospitality. The festival will offer authentic cuisines, vendors, entertainment for families and live performances. We would love to invite your business to be featured at this community event.

K.E.E.P has a goal of making this festival one of its prominent annual celebrations where tourists and locals will enjoy the sound and taste of international cultures. Based on our community outreach projections and marketing strategies, we are expecting approximately 1,500 in attendance.

Exhibitors/vendors add an extra dimension and will enrich the Myrtle Beach International Culture Festival experience for all attendees. If you'd like to increase your exposure, there are several opportunities available (form attached). If you would like to submit your Vendor Application online, please visit: www.mbicfonline.org/vendors.

If you have any questions or would like to participate as an exhibitor or vendor at this event, please contact Lisa Coombs at (843) 315-5931 or Yvonne Campbell at (843) 465-8806.

Sincerely,

Lisa Coombs
Event Director

VENDOR RULES & REGULATIONS

1. **APPLICATION PROCESS:** Submission of this application does not guarantee acceptance. Applicants must submit (with application) at least two photos of the art or craft you plan to sell. No application will be accepted without the completed forms, photos and fee. If your application is not approved, your payment will not be processed and will be returned to you. If you have been accepted as a vendor, **NO REFUNDS** will be issued for any reason. **Application deadline is June 15, 2020 or until spaces are full. Please be sure to submit your application as soon as possible.** A confirmation will be sent via email or mail. Upon approval and receipt of payment, vendors will receive a welcome packet.
2. **ARTS & CRAFT APPLICATION:** We reserve the right to remove any work that has not been screened, is of poor quality, inappropriate or deemed to be manufactured commercially. Our goal is to provide an experience of great quality for the vendor and to the public. Vendors selling similar items will be limited to avoid duplication.
3. **FOOD:** Food is any item (food, drink, baked goods, candy, etc.) whether packaged or unpackaged that can be consumed on site. Only authorized vendors may sell food. Others will be shut down.
4. **DEMONSTRATIONS:** We highly encourage you to demonstrate your craft during the festival.
5. **ELECTRICITY:** Electricity is not available, generators are allowed.
6. **LOCATION & DATES:** The festival will be located at: Chapin Park, 16th Ave N and Kings Hwy, Myrtle Beach, SC 29577. The hours are set from 5:00PM to 11:00PM on Friday, August 14, 2020 and 2:00PM to 11:00PM on Saturday, August 15, 2020. This is a fenced in festival. Vendors must bring all necessary displays, tents, tables, chairs, weather protection, etc. No structures are provided. In your best interest, a tent should be used for protection against the elements. This event continues rain or shine, provided the weather does not present any safety issues. At minimum, vendor must have a covered head for your assigned event space.
7. **SPACE ASSIGNMENTS:** All approved vendors will be assigned a space in advance. Staff will be on hand to assist with any questions you may have. Tents should be weighed down. If you need more than the allotted 10x10 space for display, you may purchase another space.
8. **SET UP:** Between the hours of **1:00PM to 4:00PM** on Friday, August 14, 2020 and **10:00AM to 1:00PM** on Saturday, August 15, 2020— you are to set up your space. **All vehicles must be out of the festival area by 10:00AM.** If you arrive late, your space may not be available. Set up is not allowed after the event has started. Please unload your vehicle at your space and immediately park your vehicle in the designated vendor parking area, then return to your vendor space to complete your set up.
9. **CLEAN UP:** You are expected to leave the area you occupy as you found it prior to set up. Please dispose of your trash in the provided trash cans.
10. **BREAK DOWN:** All vendors are expected to be on site during all hours of the festival. **Booth may not be dismantled until the festival ends at 11:00PM.** Vehicles will not be allowed into the festival area until pedestrian traffic has cleared at the end of the festival.
11. **NOTICE:** Kirky Entertainment and Event Planning reserves the right to ACCEPT or REJECT any application. We also reserve the right to remove any vendor that does not follow the rules and regulations as established for this event.
12. **TAXES/LICENSES:** As the vendor, you are responsible for collecting and reporting South Carolina sales tax and hospitality fees as required by law. If you do not have a City of Myrtle Beach Business/Vendor License, you are required to submit a Hospitality Account Application for Special Event Regulation. For more information, please contact the City of Myrtle Beach Business License office at: (843)918-1200.
13. **NO SHOWS:** Vendors accepted into the festival who fail to participate without giving a 48-hour written notice MAY NOT be eligible to participate in future shows promoted by Kirky Entertainment and Event Planning.

VENDOR APPLICATION

Booth Name: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Phone Number(s): _____

Email: _____

APPLICATION DEADLINE

June 15, 2020

SUBMISSION OF APPLICATION DOES NOT GUARANTEE A SPACE

Describe in detail the contents of your booth. If you are approved as a vendor, items not listed below will not be eligible for display at your booth. Please be sure to be specific in your description:

10x10 Food Vendor Space ONE DAY ONLY \$200.00 (extra space is an additional charge)

10x10 Food Vendor Space FRI & SAT \$375.00 (extra space is an additional charge)

10x10 Retail Vendor Space ONE DAY ONLY \$125.00 (extra space is an additional charge)

10x10 Retail Vendor Space FRI & SAT \$125.00 (extra space is an additional charge)

10x10 Exhibitor Vendor Space free (no sell and no extra space)

Please make checks/money orders payable to: Kirky Entertainment and Event Planning
Mail payment & application to: Lisa Coombs @ Kirky Entertainment and Event Planning
406 Broadway Street
Myrtle Beach, SC 29577

Contact: Lisa Coombs (843)315-5931 or Yvonne Campbell (843)465-8806 or email kirkyentertain3@gmail.com

APPLICATION MUST INCLUDE:

2 photos of your items must be included along with payment of fees and application must be signed.

I have read, understand and agree to follow all rules and regulations listed on this application for the Myrtle Beach International Culture Festival. I understand that Kirky Entertainment and Event Planning and Chapin Park of Myrtle Beach, is not to be held liable for any and all claims, costs, expenses, liabilities and damages resulting from the operation of my booth or other festival related activities.

Signature: _____ Date: _____

Office Use

Date received:

Approved | Denied

Date Notified:

Ck#: _____ | Money order: _____

Total payment enclosed: \$ _____